

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
WESTERN-PACIFIC REGION

WP 6900.2 E

6/21/88

SUBJ: REQUESTS FOR FIELD MAINTENANCE PARTY SERVICE

1. PURPOSE. This order establishes the responsibilities and procedures for requesting and scheduling the services of the Field Maintenance Party (FMP).
2. DISTRIBUTION. This order is distributed to the branch level and above in the Airway Facilities Division, with limited distribution to all Airway Facilities Sectors and their subordinate field elements, and to the Field Maintenance Party.
3. CANCELLATION. WP 6900.2D, Requests for Field Maintenance Party Service, dated 2/28/80, is cancelled.
4. BACKGROUND.
  - a. Field Maintenance Party Crews accomplish operations funded work and projects for the Airway Facilities Division and Airway Facilities Sectors. These duties are outlined in FAA Order 6033.1 (11/6/75), Field Maintenance Party (FMP).
  - b. The Environmental Engineering Section, AWP-464, is responsible for the management of the FMP program. This includes establishing operating policy and selecting and scheduling the crews' activities on a regional basis. This order applies to the continental United States.
5. REQUESTS FOR FMP SERVICE. Sector Managers or their representatives should submit their requests for FMP service semiannually to arrive in AWP-464 by August 15 and February 15. Between these dates, additions, modifications or changes to sector requests may be submitted to AWP-464.5 for inclusion during the next published six-month scheduled maintenance program. Appendix 1 shows WP Form 6900-9 (1/88), FMP Work Request, which must be used when submitting requests. These forms will be available in tablet form from normal supply channels.
6. PREPARATION OF WP FORM 6900-9, FMP WORK REQUEST. Those who request FMP services must do so on a properly prepared WP Form 6900-9 (5/88). As the approved request results in a job number assignment for purposes of program control and cost accounting, no FMP work will be performed without an approved request. In emergencies or unusual situations, work may be arranged through the Supervisor, FMP, with follow-up request documentation. In preparing the work request, be sure to:
  - a. Identify the sector, facility, and field office Cost Center Code.
  - b. Enter the facility designator (up to five letters) and identification (three or four letters) from the Facility Master File (FMF).

c. Identify the type of work, i.e., routine (ROU), nonroutine (NRT), emergency (EMG), Field Maintenance Party (FMP), Establishment Engineering Branch Facilities and Equipment (F&E), or Special Maintenance Project (SMP).

d. Provide description of work requested in the 32-space by 3-line area. Additional space for clarification is available.

e. Provide justification for the work sufficient enough to indicate need and priority of that need.

7. PROCESSING WP FORM 6900-9 (5/88), FMP WORK REQUEST.

a. The Supervisor, Field Maintenance Party, AWP-464.5, will review requests for FMP service and will either approve or disapprove FMP projects based on the information provided by the requesters. If disapproved, the request will be returned along with an explanation to the Sector. All nonroutine FMP project requests must have the specific approval of AWP-464.5. F&E work projects will be coordinated between AWP-464.5 and AWP-450, the Establishment Engineering Branch; SMP work projects will be coordinated with the Sector involved through AWP-464.6, SMP Supervisor. A six (6) month FMP work schedule of approved projects will be published in October and April. The scheduling will be based on the following. A copy of this schedule will be furnished to all sectors.

- (1) Sector requests.
- (2) Requests for assistance on SMP projects.
- (3) Requests for assistance on F&E projects.
- (4) Predicted weather and seasonal factors.
- (5) FMP resources.

b. Maintenance Projects that will be accomplished by the FMP (unless specifically identified and approved as SMP or F&E type work) will be that work which constitutes restoring the facility to its original condition as constructed or modified. Deviations from this policy constitute a nonroutine project and will be approved or disapproved by AWP-464.5, depending on the manpower and supplies available at that time.

c. Inspection and Validation. The Maintenance Foreman and Road Crew Foreman, upon receipt of approved work requests from the Supervisor, FMP, will arrange to inspect and validate each project. Responsibilities of the Road Crew Foreman to validate work requests may be redeligated to the Road Crew Engineering Equipment Operator-In-Charge. Project accomplishment remains the responsibility of the Road Crew Foreman. The Road Crew Foreman, in addition to validation, will identify chronic road and ground trouble spots and identify action necessary to correct the problems. Upon completion of the project validation, the Foreman will prepare an estimated cost of the work and enter that figure on WP Form 6900-9. As the FMP Foreman and Sector Manager's

representative review each request for FMP service, every attempt should be made to resolve any differences between Sector requests and Foreman's validation of the project. If unable to resolve, the Sector Manager and Supervisor, FMP, will then jointly discuss and come to a mutual agreement on the project. When agreement is reached, the Foreman and the Sector will sign the WP Form 6900-9 indicating their concurrence to the need, scope and estimated cost of the work.

d. Review of Project Requests. The Maintenance Foreman, the Road Crew Foreman, or their representative will review the signed project requests with a Sector representative as far in advance as possible before the crew is scheduled to arrive. They will discuss:

(1) Priority of work scheduled for completion on the Sector and the funds available to accomplish this work.

(2) How to best utilize crew manhours in accomplishing the work.

(3) Facilities to be visited and precautions required to avoid interruptions of service.

(4) Sector procedures on purchases, FMP employee access to facilities, and FMP employee's address while working there.

#### 8. PROCESSING SMP AND F&E PROJECTS.

a. SMP Projects. All project requests for the FMP to accomplish approved Special Maintenance Projects are to be coordinated between AWP-464.6 and the Sector. If the project being requested for accomplishment is not on the schedule of funded SMPs for the fiscal year, the cost will be charged to Sector funds. If the SMP is on the schedule of funded SMPs for the fiscal year, the proper charge would be to the SMP program. AWP-464.6 will then issue a work order and properly prepared WP Form 6900-9 to AWP-464.5 so that the work can be included in Sector scheduling requirements for the Field Maintenance Party crews.

b. F&E Projects. AWP-450 should submit a Work Order, FAA Form 6030-4, for FMP assistance direct to AWP-464.5 for coordination and scheduling. AWP-464.5 will then fill out WP Form 6900-9, FMP Work Request, for F&E work. The use of FMP for other than maintenance requirements shall be in accordance with FAA Order 1380.26A (10/31/71), Cross Utilization of Regional F&E and Operations Funded Manpower.

#### 9. RESPONSIBILITIES.

a. The Sector Manager or his representative is responsible for coordinating and scheduling all facility shutdowns required for FMP work. If it is anticipated that a facility shutdown is required, the Foreman should advise the Sector as far in advance as possible, preferably at least 30 days, giving the tentative dates required so that the shutdown may be properly coordinated with all involved elements of the agency. Any comments in reference to services provided by FMP shall be from the Sector Manager, or his representative, to AWP-464.5.

b. The Supervisor, FMP, AWP-464.5, is responsible for establishing and maintaining an FMP cost accounting system. The Supervisor will also collect the necessary data to provide total project costs for FMP work which will include Personnel Compensation and Benefits (PC&B), accountable property, and equipment repair costs. An activity report on FMP costs and operations will be provided semiannually to AWP-464 in accordance with WP Form 6900-13, Semiannual Activity Report, Field Maintenance Party (Appendix 1).

c. The Maintenance Foreman and the Road Crew Foreman are responsible for completion of all forms required to be submitted to AWP-464.5 (see Appendix 1).

d. The Crew Leadman and the Engineering Equipment Operator-In-Charge are responsible for completing the approved projects in an efficient, workmanlike manner. They will complete or provide the necessary data on each project so the Foreman can complete WP Form 6900-10 (1/88), FMP Project Completion Report (Appendix 1). All funds obligated and charged against Sectors will be reported to the designated Sector representatives; all imprest fund purchases and all SF-44 purchases will be reported to Sector offices when made. A copy of the SF-44 and all invoices will be furnished to Sector Managers or their representatives when the costs are charged to them. The reporting of expended Sector funds will be on a continuous basis throughout the FMP crews' stay as agreed upon by the Foreman and the Sector involved.

e. FMP and Sector Personnel are jointly responsible for Schedule Control. Provisions must be made to do all programmed and scheduled major items before doing any work that had not been previously scheduled, unless unscheduled work is of high priority and coordinated through AWP-464.5.

(1) Total manhours scheduled for each Sector visit should be adhered to unless otherwise agreed to by the Supervisor, FMP.

(2) Late submitted and approved work items may be done when jointly determined by the Sector representative, FMP Foreman, and AWP-464.5; and when within the total scheduled manhours.

f. Requests for Changes to a published schedule should be in writing and directed to AWP-464.5. Approved schedule changes will be furnished in writing to the requester and concerned Foreman. Requests not approved will be returned to the requester along with the reasons for disapproval.

10. EMERGENCY REQUESTS. The Field Maintenance Party workforce and any available FMP equipment will be made available and will be furnished to any Sector Manager in response to a declared emergency situation. Such requests are to be coordinated through AWP-464.5.

#### 11. WORK AND COST ACCOUNTING.

a. The following forms (see samples, Appendix 1) are used to document FMP activities:

(1) WP Form 6900-9 (5/88), FMP Work Request.

- (2) WP Form 6900-10, FMP Project Completion Report.
- (3) WP Form 6900-11, FMP Foreman/Sector Manager Exit Interview.
- (4) WP Form 6900-12, FMP Labor Distribution Report.
- (5) WP Form 6900-13, Semiannual Activity Report, Field Maintenance Party, Western-Pacific Region.

b. All F&E Project Reports for work and cost accounting will be submitted through AWP-464 using the forms listed below:

- (1) WP/NM Form 2700-63, F&E Labor Distribution Report.
- (2) WP Form 6000-16 (5/88), Weekly Progress Report, Field.
- (3) FAA Form 6030-4 (7/74), Work Order - Cost Data.

c. Upon Completion of a Project, the FMP Foreman or Maintenance Leader will complete the WP Form 6900-10, FMP Project Completion Report (Appendix 1). This form is intended to provide a description of the actual work accomplished and to account for resources devoted to that work. These resources include manhours, per diem, travel/transportation, supplies, and materials. All funds obligated to the Sector will be listed on this report including SF-44s, imprest expenditures, and FMP stock items. The Foreman will furnish the FMP Project Completion Report to the Sector Manager at the time of the exit interview. The Manager's signature on this form will indicate that the work was completed in a satisfactory manner. The signed FMP Project Completion will be forwarded to AWP-464.5 with the Foreman's copy of the completed FMP Work Request attached.

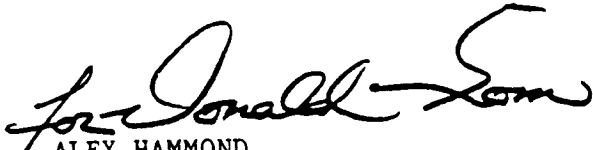
d. The Foreman's Exit Interview will be documented on WP Form 6900-11, FMP Foreman/Sector Manager Exit Interview (Appendix 1). This form, along with the FMP Project Completion Report and attached FMP Work Request, will be sent to AWP-464.5 within one week of the exit interview. During the exit interview, the Foreman and the Sector Manager will discuss the work accomplished, any problems experienced and the degree of satisfactory project completion and workmanship.

e. All FMP Field Employees will complete and submit monthly to AWP-464.5 WP Form 6900-12, FMP Labor Distribution Report (Appendix 1). This completed report accounts for various categories of work performed and are to be charged against the project numbers assigned to the Work Requests.

f. The Supervisor, FMP, will complete WP Form 6900-13, Semiannual Activity Report, Field Maintenance Party (Appendix 1). This report is intended to provide to higher level management a summarization of costs and resource expenditures in the accomplishment of FMP projects. Data for completion of this report is obtained from FMP reporting forms, AWP accounting documents, and other sources as determined by AWP-464.

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g. Emergency Work. Work of an emergency or urgent nature may be accomplished prior to the completion of all required forms. However, all forms must be completed as expeditiously as possible so as to properly document the work and provide for the required accounting data.



ALEX HAMMOND  
Manager, Airway Facilities Division

6/21/88

WP 6900.2 E  
Appendix 1

APPENDIX 1.

FORMS PREPARATION INSTRUCTIONS

APPENDIX 1 PREPARATION INSTRUCTIONS FOR WP FORM 6900-9 (5/88), FMP WORK REQUEST

1. PREPARATION BY AFS. Figure 1 shows WP Form 6900-9 with numbered blocks. The requesting AFS completes the top section of the form and sends it to FMP, AWP-464.5, for approval. Complete the form by inserting in:

Block 1. FROM: The name of the requesting AFS.

Block 2. COST CENTER code of the location where work is requested.

Block 3. FACILITY TYPE - the type of facility where work is requested as it appears in the Facility Master File (FMF), i.e. VOR, TR, RMLR, ATBM, etc.

Block 4. LOCATION IDENT - The 3 or 4 letter designator from the FMF for the facility location, i.e. XXX, XXXA, XXXB, and the name of the location.

Block 5. WORK TYPE, check appropriate work type block: ROU-Routine; NRT-Nonroutine; EMG-Emergency; FMP-Field Maintenance Party overhead (equipment maintenance, etc.); F&E-Facilities and Equipment, Establishment Engineering Branch; SMP-Special Maintenance Project.

Block 6. DATE OF REQUEST - The date the request is prepared.

Block 7. Name of FIELD OFFICE where work is requested.

Block 8. BRIEF DESCRIPTION OF WORK REQUESTED - The 32-space by 3-line area is what will appear on computer printouts.

Block 9. JUSTIFICATION for the work requested. Name ORIGINATOR or person most knowledgeable of work needed.

2. APPROVAL BY FIELD MAINTENANCE PARTY SUPERVISOR. The FMP Supervisor, AWP-464.5, completes the center section. A copy is returned to the requesting AFS, a copy is kept for computer input and file, and the original goes to the FMP Crew.

Blocks 11-12. APPROVE/DISAPPROVE, SIGNATURE, DATE - The FMP Supervisor will either approve or disapprove the work needed, sign, and date.

Blocks 13-14. FMP JOB #, FMP CREW - If approved, the FMP Supervisor will then assign a job number and a crew to perform the work.

3. WORK VALIDATION. The FMP Foreman (or EEO-IC) and AFS Manager complete the lower section. The Foreman should validate each project, prepare an estimated cost of the work, and enter this on the WP Form 6900-9. The Sector Manager and Foreman will both sign, indicating concurrence of need, scope, and estimated cost. The Foreman will enter the actual cost after the work is completed.

Blocks 15-18. Self explanatory.



FIGURE 1. WP FORM 6900-9 (5/88)

<b>FMP WORK REQUEST</b>		TO: AWP-464.5		FROM: ① AFS		COST CENTER: ② ③ ④	
<b>FACILITY TYPE</b>		<b>LOCATION IDENT</b>		<b>WORK TYPE (CHECK ONE)</b>		<b>DATE OF REQUEST</b>	
WP ③		④		ROU <input type="checkbox"/> NRT <input type="checkbox"/> EMG <input type="checkbox"/> FMP <input type="checkbox"/> ⑤ F&E <input type="checkbox"/> SMP <input type="checkbox"/>		⑥ / /	
						⑦	
⑧ <b>BRIEF DESCRIPTION OF WORK REQUESTED</b>							
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>							
ADDITIONAL INFORMATION IF REQUIRED:							
JUSTIFICATION							
ORIGINATOR _____							
APPROVE ⑩ <input type="checkbox"/>		⑪ _____ AWP-464.5 SIGNATURE		DATE		FMP JOB #	
DISAPPROVE <input type="checkbox"/>				⑫ / /		⑬ ⑭	
FMP COMMENTS				VALIDATION:			
⑮				_____ SIGNATURE, FMP FOREMAN      DATE			
AFS COMMENTS							
⑯							
⑰				⑱			
ESTIMATE				ACTUAL COST			
SIGNATURE, AFS REPRESENTATIVE      DATE				SIGNATURE, FMP REPRESENTATIVE      DATE			

WP Form 6900-9 (5-88) Replaces WE Form 6900-3

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PREPARATION INSTRUCTIONS FOR WP FORM 6900-10 (5/88), FMP PROJECT COMPLETION REPORT

1. PREPARATION BY CREW FOREMAN. Figure 2 shows WP Form 6900-10 with numbered blocks. The Foreman will furnish this form to the Sector Manager at the exit interview. The manager's signature will indicate that the work was completed in a satisfactory manner. Forward the signed WP Form 6900-10 to AWP-464.5 with the WP Form 6900-11 and the original WP Form 6900-9 within 1 week of the exit interview. Complete form by inserting in:

Block 1. FACILITY TYPE - The type of the facility where work requested was done as it appears in the Facility Master File (FMF), i.e., VOR, TR, RMLR, ATBM, etc.

Block 2. LOCATION IDENT - The 3 or 4 letter designator from the FMF for the facility location, i.e., XXX, XXXA, XXXB, and the name of the location.

Block 3. FMP JOB # - The job number assigned by the FMP Supervisor on the approved FMP Work Request, WP Form 6900-9.

Block 4. The FMP CREW who performed the work.

Block 5. COST CENTER Code for the facility needing service.

Block 6. AFS - The Sector 3-letter designator.

Blocks 7-8. DATE STARTED work, DATE COMPLETED work.

Block 9. ROAD MILES - In miles and tenths, the distance traveled round trip to worksite from motel or post of duty (POD).

Block 10. TRAVEL TIME - in hours and tenths (6 minutes equals one-tenth), the time traveled round trip to worksite from motel or POD.

Block 11. Check all applicable categories of work completed. If roadwork, write in total length of road(s) serviced. If a trail, the mileage can be obtained from the FMF.

Block 12. CONTRACT - Check the appropriate stage of contracting, PRE-ENGINEERING or RESIDENT ENGINEER duties, or NOT CONTRACTED if work was accomplished by FMP.

Blocks 13-17. COSTS associated with the work - self explanatory.

Block 18. NARRATIVE SUMMARY - Any differences between requested work and actual work performed, or any additional information needed for the file.

Block 19. PROJECT TOTAL - Total costs from blocks 13-17.

Blocks 20-21. SIGNATURE - Indicates completion of requested work by FMP and approval of work by AFS.

FIGURE 2. WP FORM 6900-10 (5/88)

<b>FMP PROJECT COMPLETION REPORT</b>		<b>FACILITY TYPE</b> ① WP <input type="text"/>		<b>LOCATION IDENT</b> <input type="text"/> ②		<b>FMP JOB #</b> ③ <input type="text"/>		<b>FMP CREW</b> ④ <input type="text"/>		<b>COST CENTER</b> ⑤ 4 8 <input type="text"/>		<b>AFS</b> ⑥ <input type="text"/>	
<b>DATE STARTED</b> ⑦ / /		<b>ROAD MILES</b> ⑨ .		<b>CHECK ALL APPLICABLE CATEGORIES</b>						<b>CONTRACT (CHECK ONE)</b>			
<b>DATE COMPLETED</b> ⑧ / /		<b>TRAVEL TIME</b> ⑩ .		EXTERIOR PAINTING <input type="checkbox"/>		ELECTRICAL <input type="checkbox"/>		GROUNDS <input type="checkbox"/>		PRE-ENGINEERING <input type="checkbox"/>			
				INTERIOR PAINTING <input type="checkbox"/>		SNOW CONTROL ⑪ <input type="checkbox"/>		WEED CONTROL <input type="checkbox"/>		RESIDENT ENGINEER <input type="checkbox"/>			
				ROOFING <input type="checkbox"/>		ROADS - LENGTH <input type="text"/>		OTHER <input type="checkbox"/>		NOT CONTRACTED <input type="checkbox"/>			
<b>EMPLOYEE NAME</b> ⑬						<b>HOURLY WAGE</b>		<b>HOURS WORKED</b>		<b>COSTS</b>			
								<b>TOTAL</b>		<b>TOTAL</b>			
<b>MATERIEL AND SUPPLIES</b> ⑭										<b>TOTAL</b>			
<b>VEHICLE LICENSE AND TYPE</b> ⑮				<b>MILES</b>		<b>RATE</b>		<b>DAYS</b>		<b>RATE</b>		<b>TOTAL</b>	
<b>RENTED EQUIPMENT</b> ⑯								<b>DAYS</b>		<b>RATE</b>		<b>TOTAL</b>	
<b>PER DIEM</b> ⑰								<b>DAYS</b>		<b>RATE</b>		<b>TOTAL</b>	
<b>NARRATIVE SUMMARY (If additional space required, use reverse of form.)</b> ⑱											<b>PROJECT TOTAL</b> ⑲		
<b>SIGNATURE, FMP REPRESENTATIVE</b> ⑳						<b>DATE</b>		<b>SIGNATURE, AFS REPRESENTATIVE</b> ㉑					

WP Form 6900-10 (5-88) Replaces WE Form 6900-1

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WP 6900.2E  
Appendix 1

FIGURE 4. WP FORM 6900-12 (5/88) (FRONT)

FIELD MAINTENANCE PARTY Labor Distribution Report																																						
DOE, JOHN		Employee Name (Print)		Date		03/31/88		Social Security Number		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		Cost Center		Supervisor Initials																								
JOB CODES		FMP JOB #		PAY		TOTAL HRS.		Month		Year		Fm		Emd. Signature		Date																						
1 1 6 1	8 1	1 9 1 9	A	1	4	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
ANNUAL LEAVE USED		A		1		1																																
SICK LEAVE USED		S		1		1																																
TRAUMATIC INJURY		T		1		1																																
HOLIDAY/OTHER LEAVE		H		1		1																																
TOTALS				1		4		0		0																												

PAY STATUS CODES (COL. 22): 1-REGULAR; 2-OVERTIME; 3-HOLIDAY; 4-HAZARDOUS  
 WP Form 6900-12 (5-88) Replaces WE Form 6900-7

DISTRIBUTION: ORIGINAL TO SUPERVISOR, AWP-464.5  
 COPY TO EMPLOYEE

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FIGURE 5. WP FORM 6900-12 (5/88) (BACK)

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
FMP LABOR DISTRIBUTION REPORT - PRIVACY ACT

Supplement to WP Form 6900-12, FMP Labor Distribution Report

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974). Solicitation of Social Security Number (SSN) on this form is authorized by Executive Order 9397 of November 22, 1943, and work time information by Public Law 84-863 (31 U.S.C. 24). Disclosure of the Social Security Number and work time information is mandatory to provide an avenue of allocating FMP costs to various projects. This information will be used for internal reporting requirements and may be made available routinely to the immediate supervisor, the time and attendance clerk, accounting office personnel, and FMP management personnel. On reimbursable projects, cost data derived from these reports is sometimes provided to the reimbursing organization as support for billings. If this information were not furnished, cost reports would not be accurately prepared since reconciliation with payroll records would be impossible. Failure to provide this information may result in appropriate disciplinary action.

INSTRUCTIONS

Employee Name: Please print last name first.  
Date: Date delivered or forwarded to supervisor.  
Employee Social Security Number (Cols. 1-9): Enter employee's SSN.  
Month/Year (Cols. 10-13): Enter month and year (last 2 digits) of period being reported.  
Cost Center: Enter Region and Cost Center Code of employee's permanent headquarters.  
Job Codes (Cols. 14-17): Use codes indicated below.  
FMP Job #: From WP Form 6900-1 (examples: A495, B196).  
Pay Status (Col. 22): Enter appropriate codes indicated on front of this form.  
Daily Hours (Worked and Leave): Show hours worked in the appropriate box in tenths of an hour (6-minute increments). Enter leave taken in preprinted blocks.  
Total Hours (Cols. 23-26): Add and enter daily hours down and across; total hours must equal.  
Emp. Signature: Employee must sign form before submitting to supervisor.  
Supervisor Initials: Indicates review and date mailed to R.O.

JOB CODES

DIRECT WORK (Col. 14)

- 1-Direct, relating directly to a facility.
- 2-Indirect, work benefits only the FMP.

TYPE OF WORK (Col. 15)

- 1-Routine, normal maintenance work.
- 2-Nonroutine, sector requests that are not routine.
- 3-Emergency, non-maintenance of an emergency nature (usually requested by phone).
- 4-FMP, work and equipment maintenance relating only to the FMP crews.
- 5-F&E, new construction, submit F&E LIR.
- 6-SMP, Special Maintenance Project.

FUNCTION (Col. 16)

- 1-Exterior Paint
- 2-Interior Paint
- 3-Roofing
- 4-Electrical
- 5-Snow Control
- 6-Roads
- 7-Grounds
- 8-Weed Control
- 9-Travel
- 0-Other

- A-Equipment
- B-Material/Supplies
- C-Supervisors
- D-Validation
- E-Administration
- F-Training

CONTRACT STATUS (Col. 17)

- 1-Pre Engineering
- 2-Resident Engineer
- 0-Not Contracted (done by FMP)

FIGURE 6. WP FORM 6900-13 (5/88) - SAMPLE

SEMIANNUAL ACTIVITY REPORT FIELD MAINTENANCE PARTY WESTERN-PACIFIC REGION			
FROM _____		TO _____	
<b>A. PROJECT SUMMARY</b>		<b>D. EMPLOYEE UTILIZATION</b>	
Carry-Over	_____	<u>Staffing</u>	
New Requests Received	_____	Authorized	_____
Active at End of Period	_____	On-Board	_____
Completed This Period	_____	Vacancies	_____
Emergency	_____	<u>Manhours</u>	
SMP	_____	Authorized	_____
F&E	_____	Overtime	_____
<u>Roads</u>		On-Board	_____
Number of Roads Serviced	_____	<u>Nonproductive</u>	
Miles of Roads Serviced	_____	Annual Leave	_____
		Sick Leave	_____
<b>B. FISCAL</b>		Holiday	_____
<u>Uniform Accounting System Summary</u>		LWOP/AWOL	_____
1100/1200	_____	Excused	_____
2100	_____	Traumatic Injury	_____
2200	_____	No. of Accidents	_____
2300	_____	Date of Latest	_____
2400	_____	Manhours Used in Training	_____
2500	_____	Course _____ Emps. _____	
2600	_____	Course _____ Emps. _____	
3100	_____	<u>Productive (FMP Projects)</u>	_____
<u>Supplies/Materials</u>		<u>Labor Distribution Report Summary</u>	
SF-44s	_____	Direct Manhours	_____
Imprest Purchases	_____	Indirect Manhours	_____
Procurement Requests	_____	Exterior Painting	_____
<b>C. PERSONNEL ACTIONS</b>		Interior Painting	_____
No. of Promotions	_____	Roofing	_____
No. of Awards	_____	Electrical	_____
No. of GPADs Due	_____	Snow Control	_____
No. of GPADs Completed	_____	Roads	_____
Percent Minorities	_____	Grounds	_____
Losses	_____	Weed Control	_____
Gains	_____	Travel	_____
		Other	_____
		Contract Pre-Engineering	_____
		Contract Resident Engineer	_____

WP Form 6900-13 (5-88) Replaces WE Form 6900-8